

**AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING**

**January 25 2023
Hastings City/Barry County Airport
2505 Murphy Drive, Hastings, MI 49058**

1. Call to Order at 4:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. Appointment of Officers (Chair, Vice-chair, Secretary, Treasurer)
6. *Approval of 2023 Meeting Schedule
7. **Limited Public Comment
8. *Approval of the minutes of the December 28, 2022 Regular Meeting.
9. Financial Reports
 - A. *Consider approval of the December 2022 Financial Report.
10. Old Business
11. New Business
 - A. Request to Increase the rent for Experimental Builders renting space in Airport Commission owned hangars.
12. Airport Manager's Report
13. Board Comments
14. ** Limited Public Comment
15. Adjournment

* Indicates Attachment

**** Guidelines for Public Comment**

Public Comment is welcomed and appreciated. Please follow these simple guidelines to ensure all have an opportunity to be heard.

All comments and questions will be made through the chair. All comments will be made in a courteous and civil manner; profanity and personal attacks will not be tolerated. Please limit the length of your comments to 3 minutes. If you are a member of a group, please appoint a spokesperson to speak on behalf of the group (those speaking on behalf of a group may be provided additional time). Please state your name before offering comment.

2023 – Hasting City/Barry County Airport Commission **Meeting Schedule**

January 25, 2023	4:30 pm
February 22, 2023	4:30 pm
March 22, 2023	4:30 pm
April 26, 2023	4:30 pm
May 24, 2023	4:30 pm
June 28, 2023	4:30 pm
July 26, 2023	4:30 pm
August 23, 2023	4:30 pm
September 27, 2023	4:30 pm
October 25, 2023	4:30 pm
November 22, 2023	4:30 pm
December 27, 2023	4:30 pm

Unless otherwise posted in accordance with the Open Meetings Act, Hastings City / Barry County Airport Commission meetings are held at the Hastings City / Barry County Airport Terminal building, 2505 Murphy Drive, Hastings, MI 49058. Questions regarding the meeting may be addressed to the Hastings City / Barry County Airport Commission c/o: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; (269) 945-1284; mbrown@barrycounty.org.

Meetings of the Hastings City / Barry County Airport Commission are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability. The Hastings City / Barry County Airport Commission will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities at the meeting/hearing upon four (4) business days notice to the Hastings City / Barry County Airport Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Hastings City / Barry County Airport Commission by writing or calling: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; 269-945-1284; mbrown@barrycounty.org.

Hastings City / Barry County Airport Commission
Draft Meeting Minutes
December 28, 2022

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Holley, Tossava, Smelker, Conner and Bowers.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Motion by Conner, second by Tossava to approve the agenda.

In favor: Holley, Tossava, Smelker, Conner and Bowers.
Opposed: None.

Motion carried.
5. **Limited Public Comment.** None.
6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the October 26, 2022 regular meeting of the Airport Commission.

Motion by Bowers, second by Tossava to approve the minutes of the October 26, 2022 regular meeting of the Airport Commission as presented.

In favor: Holley, Smelker, Tossava, Conner and Bowers.
Opposed: None.

Motion carried.
7. **Financial Reports.** Holley introduced discussion regarding the November, 2022 Airport Fund financial reports. Brown gave an overview and Noteboom answered questions.

Motion by Smelker, second by Conner to accept and place on file the financial report for November, 2022.

In favor: Holley, Tossava, Smelker, Conner and Bowers.
Opposed: None.

Motion carried.
8. **Old Business.** None.
9. **New Business.**

A. Airport License Inspection and Tree Clearing

Noteboom informed the Commission that the Michigan Department of Transportation Bureau of Aeronautics recently conducted an inspection of the airport for licensing. MDOT issued a provisional license due to trees that are encroaching into the runway flight glide path. Noteboom anticipates having the trees removed and the issue corrected by the end of January.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Noteboom presented and explained the Airport Manager's report.

Motion by Smelker, second by Tossava to authorize the Airport Manager and attorney Mike McPhillips to represent the Airport Commission with regard to the eviction of Affordable Metals from the hangar located at 2995 Airport Rd, Hastings, MI 49058.

In favor: Holley, Smelker, Conner and Bowers.
Opposed: Tossava.

11. **Board Comments.**

Conner noted that this is her last meeting on the Airport Commission and thanked the Commission for the opportunity to serve with them.

12. **Limited Public Comment.** None.

13. **Adjournment.**

Motion by Tossava, second by Smelker to adjourn at 5:19 p.m.

In favor: Holley, Tossava, Smelker, Conner and Bowers.
Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt
01/20/2023 8:29AM
Periods: 12 through 12

BARRY COUNTY
12/1/2022 through 12/31/2022

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	14,000.00	0.00	13,000.00	1,000.00	92.86
000-580-000 CONTRIBUTIONS FROM LOCAL UNITS CONT	0.00	0.00	0.00	0.00	0.00
000-608-000 HANGER RENT & TIE DOWN FEES	150,000.00	13,199.78	162,055.48	-12,055.48	108.04
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	200,000.00	11,730.37	217,518.44	-17,518.44	108.76
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	27,000.00	365.00	28,054.38	-1,054.38	103.91
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	391,000.00	25,295.15	420,628.30	-29,628.30	107.58
Grand Total	391,000.00	25,295.15	420,628.30	-29,628.30	107.58

Expenditure Status Report

expstat.rpt
01/20/2023 8:28AM
Periods: 12 through 12

BARRY COUNTY
12/1/2022 through 12/31/2022

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	78,999.96	0.00	0.04	100.00
895-727-000 OFFICE SUPPLIES	600.00	0.00	353.80	0.00	246.20	58.97
895-729-000 POSTAGE	180.00	0.00	118.00	0.00	62.00	65.56
895-734-000 SALES TAX	4,000.00	269.94	3,627.57	0.00	372.43	90.69
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	44.82	303.52	0.00	196.48	60.70
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	3,000.00	0.00	391.00	0.00	2,609.00	13.03
895-807-000 DUES-SUBSCRIPTIONS	1,000.00	429.00	529.00	0.00	471.00	52.90
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,500.00	342.00	1,472.25	0.00	27.75	98.15
895-816-000 CONTRACTUAL SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
895-851-000 TELEPHONE & FAX	100.00	0.00	0.00	0.00	100.00	0.00
895-910-000 INSURANCE	7,200.00	0.00	7,489.60	0.00	-289.60	104.02
895-921-000 UTILITIES	11,300.00	1,024.94	10,807.04	0.00	492.96	95.64
895-925-000 TRASH PICKUP	750.00	55.00	620.00	0.00	130.00	82.67
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	1,192.46	0.00	1,307.54	47.70
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	110.98	2,324.26	0.00	675.74	77.48
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	0.00	299.40	0.00	700.60	29.94
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	269.78	5,347.48	0.00	3,052.52	63.66
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	2,576.29	0.00	3,923.71	39.64
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-976-000 CAPITAL OUTLAY/5 YEAR MATCH	10,000.00	0.00	0.00	0.00	10,000.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	32,000.00	0.00	31,671.51	0.00	328.49	98.97
895-979-010 GAS TANK	200,000.00	0.00	194,533.18	0.00	5,466.82	97.27
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	414,830.00	9,129.79	342,656.32	0.00	72,173.68	82.60

ACCUMULATED PAID LIST
 Period Ending 12/2022 Fiscal Period 12 Year 2022

BARRY COUNTY
 01/20/2023

295 AIRPORT FUND
895 AIRPORT
295-895-708-000

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
041972	12/05/2022	295-895-708-000	AIRPORT	\$6,583.33	333098	12/08/2022
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425	12/20/2022	295-895-734-000	BARRY CO./WITHHOLDINGS/A#38600	\$269.94	333458	12/22/2022
			ACCOUNT TOTAL	269.94		
			DEPARTMENT TOTAL	\$269.94		
034865	12/27/2022	295-895-748-000	AIRPORT/DUCT TAPE	\$12.99	333576	12/29/2022
041972	12/28/2022	295-895-748-000	AIRPORT/SMALL TOOLS	\$31.83	333608	12/29/2022
			ACCOUNT TOTAL	44.82		
			DEPARTMENT TOTAL	\$44.82		
023395	12/20/2022	295-895-807-000	AIRPORT/AERO LOC SPONSOR DEPO	\$429.00	333459	12/22/2022
			ACCOUNT TOTAL	429.00		
			DEPARTMENT TOTAL	\$429.00		
009000	12/12/2022	295-895-809-000	AIRPORT/ANNUAL RENTAL	\$342.00	333242	12/15/2022
			ACCOUNT TOTAL	342.00		
			DEPARTMENT TOTAL	\$342.00		
008300	12/12/2022	295-895-921-000	AIRPORT/GAS#103045118215	\$21.72	333237	12/15/2022
008300	12/12/2022	295-895-921-000	AIRPORT/NATURAL GAS#1000267513	\$104.66	333237	12/15/2022
014546	12/20/2022	295-895-921-000	AIRPORT/ENERGY USE	\$898.56	333386	12/22/2022
			ACCOUNT TOTAL	1,024.94		
			DEPARTMENT TOTAL	\$1,024.94		
051099	12/12/2022	295-895-925-000	AIRPORT/TRASH/COM0050	\$55.00	333265	12/15/2022
			ACCOUNT TOTAL	55.00		
			DEPARTMENT TOTAL	\$55.00		
034865	12/01/2022	295-895-932-000	AIRPORT/CHAIN SAW	\$49.99	332982	12/01/2022
034865	12/01/2022	295-895-932-000	AIRPORT/CHAIN SAW	\$60.99	332982	12/01/2022
			ACCOUNT TOTAL	110.98		
			DEPARTMENT TOTAL	\$110.98		
FUND TOTAL				\$8,860.01		

Add Bank/credit card fees:
 \$ 269.78
TOTAL \$9,129.79